

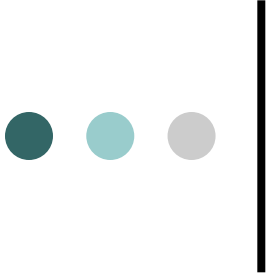


ACE

@ The Glenridge

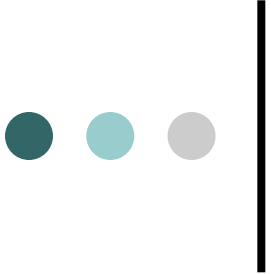
Microsoft Outlook

Instructor: Bonnie Hammer
hammerbonnie@gmail.com



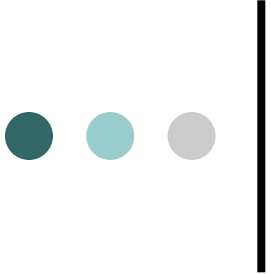
Goals & Objectives

- **Create or Add a Contact**
- **Create Tasks or To Do items**
- **Menu and Tool Bar**
- **Create, Reply To or Forward an Email Message**
- **Schedule a Meeting**
- **Schedule an Appointment**
- **Create a Note**
- **Social Connector**



Create an Email Message

1. Go to **Mail**
 2. **Click** on the **Home** tab
 3. Select **New**
 4. Click **New E-mail**
- **Keyboard shortcut.** To create an e-mail message, press CTRL+SHIFT+M.

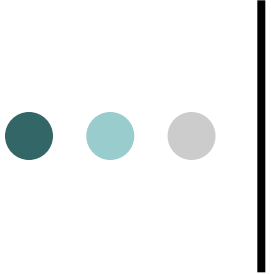


Forward or Reply

- **Home** or **Message** tab,
- **Respond**
- Click **Reply**, **Reply All**, or **Forward**

- **Note.** The name of the tab depends on whether the message is selected in the message list or opened in its own window.

- To remove a name from the **To** and **Cc** lines, click the name and then press DELETE. To add a recipient, click in the **To**, **Cc** or **Bcc** box and enter the recipient.

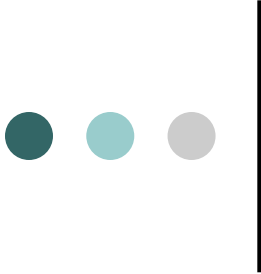


Forward or Reply

- **Home** or **Message** tab,
- **Respond**
- Click **Reply**, **Reply All**, or **Forward**

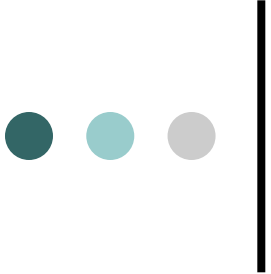
- **Note.** The name of the tab depends on whether the message is selected in the message list or opened in its own window.

- To remove a name from the **To** and **Cc** lines, click the name and then press DELETE. To add a recipient, click in the **To**, **Cc** or **Bcc** box and enter the recipient.



Addressing Your Email

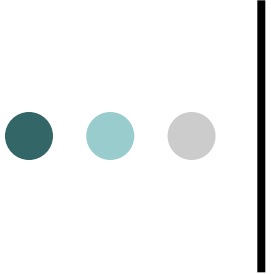
- (To:) **who you are sending your email directly to**
 - Example hammerbonnie@gmail.com
 - An email address has the @ symbol and no spaces
 - This is also your return address
- (Cc:) **Carbon Copy**
 - If you want to send your message to more than one person.
- (Bcc:) **Blind Carbon Copy**
- (Subject:) **the Subject of your message**
 - Usually 1-3 words with spaces
- **Message**
 - Initial caps, words + spaces + punctuation
- **SEND – delivers the message**



Add an Attachment

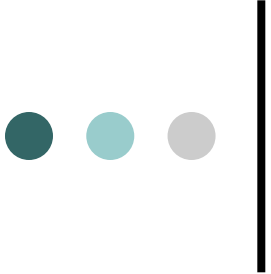
Files (messages, contacts, or tasks) **can be attached** to an e-mail message.

- Create a message, or **Reply**, **Reply All**, or **Forward**.
- In the message window, on the **Message** tab, in the **Include** group, click **Attach File**.



Open / Save an Attachment

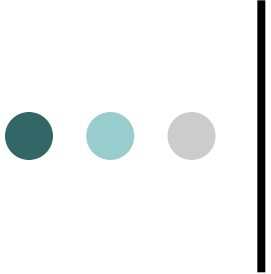
- **Open an attachment**
- Double-click the attachment.
- **Save an attachment**
- Click the attachment in the Reading Pane or the open message.
- On the **Attachments** tab, in the **Actions** group, click **Save As**.
- You can also right-click on the attachment, and then click **Save As**.



Add a Signature

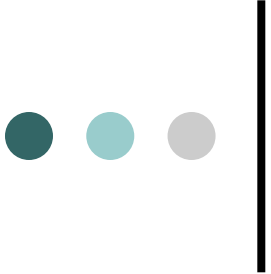
You can create personalized signatures for your e-mail messages that include text, images, your Electronic Business Card.

- **Create a signature**
- Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
- On the **E-mail Signature** tab, click **New**.
- **Add a signature**
- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.



Create a Calendar Appt.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**.
- Alternately, you can right-click a time block in your calendar grid, and then click **New Appointment**.
- **Keyboard shortcut.** To create an appointment, press CTRL+SHIFT+A.

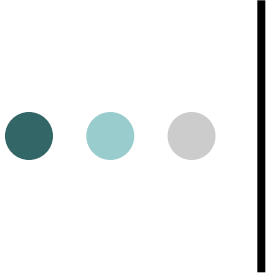


Schedule a Meeting

A meeting is an appointment that includes other people and can include resources such as conference rooms.

Responses to your meeting requests appear in your **Inbox**.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Meeting**.
- **Keyboard shortcut.** To create a new meeting request from any folder in Outlook, press CTRL+SHIFT+Q.



Set a Reminder

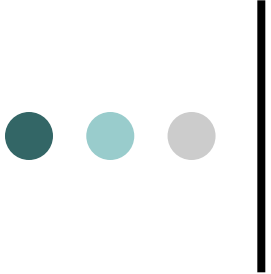
You can set or remove reminders for a variety of items, including e-mail messages, appointments, and contacts.

For appointments or meetings

- In an open item, on the **Appointment** or **Meeting** tab, in the **Options** group, in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear.
- To turn a reminder off, select **None**.

For e-mail messages, contacts, and tasks

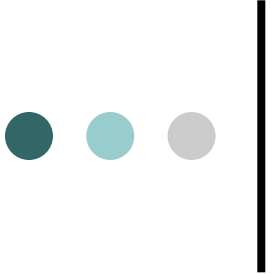
- On the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Add Reminder**.
- **Tip.** You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click **Follow Up**, and then click **Add Reminder**.



Create a Contact

Contacts can be as simple as a name and e-mail address, or include additional detailed information such as street address, multiple phone numbers, a picture, birthdays, and any other information that relates to the contact.

- In **Contacts**, on the **Home** tab, in the **New** group, click **New Contact**.
- **Keyboard shortcut.** To create a contact from any folder in Outlook, press CTRL+SHIFT+C.

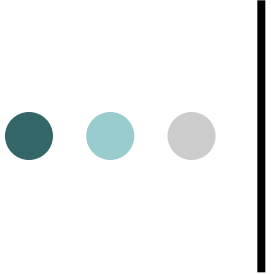


Create a Task

Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods.

In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

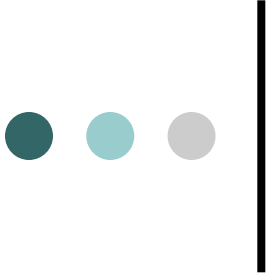
- In **Tasks**, on the **Home** tab, in the **New** group, click **New Task**.
- **Keyboard shortcut.** To create a new task, press CTRL+SHIFT+K.



Create a Note

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper.

- In **Notes**, in the **New** group, and click **New Note**.
- **Keyboard shortcut.** To create a note, press CTRL+SHIFT+N.

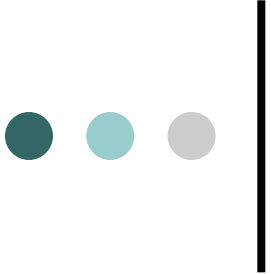


Printing Items

Print an e-mail message, contact, calendar item, or task

You can print individual items, such as e-mail messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists of Mail folders.

1. Click the **File** tab to open the Backstage view.
2. Click an item or folder in Outlook that you want to print.
3. Click the **File** tab.
4. Click **Print**.

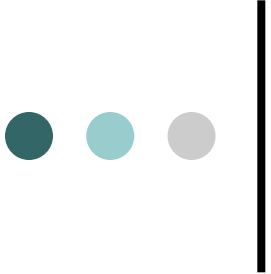


Printing Items

Print an e-mail message, contact, calendar item, or task

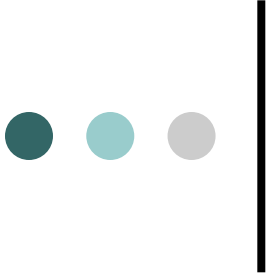
You can print individual items, such as e-mail messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists of Mail folders.

1. Click the **File** tab to open the Backstage view.
2. Click an item or folder in Outlook that you want to print.
3. Click the **File** tab.
4. Click **Print**.



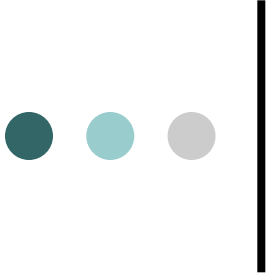
Social Connector

- The Outlook Social Connector connects Microsoft Outlook 2010 to your business and personal social networks. Within Outlook, you can stay up to date on the status and activities of your contacts, whether they are from your organization's network, or from social networking sites on the Internet.
- For example, your colleague belongs to two social network sites that you also use. Using the Outlook Social Connector, you can see his status updates, comments, messages and alerts from the social network sites, all in one location in Outlook.
- You can also see a list of e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents; that you share with colleagues, such as e-mail messages you have exchanged, attachments and meetings.
- The Outlook Social Connector also updates information in your Outlook contacts folders with any changes that person makes to their social network profiles. This will help keep you up-to-date and well-informed the next time you contact them, either professionally or socially.



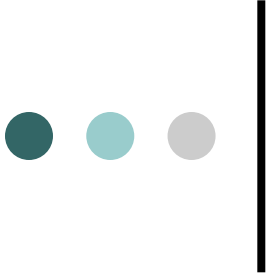
Using Social Connector

- By default, the Outlook Social Connector is minimized and appears as a single line at the bottom of the Reading Pane.
- To use the Outlook Social Connector, click the **expand** arrow, or drag the top of the minimized pane up until it is the size that you want. This opens the People Pane, a new area in Outlook where you view and access information that the Outlook Social Connector displays from social networks.
- If you are in an organization that uses Outlook 2010 and Microsoft Office SharePoint Server 2010, the Outlook Social Connector can automatically connect with your organization's SharePoint sites, to display your colleagues' available activity items.
- **Important.** You must download and install an Outlook Social Connector provider add-in for each Internet social network that you want to use.
- To connect the Outlook Social Connector to additional social networks, on the **View** tab, in the **People Pane** group, click **People Pane**, and then click **Account Settings**.



The People Pane

- When you click an Outlook item, the People Pane displays contact information about the person associated with that item, and the latest activity by that person. This includes the latest status updates, comment posts or messages from social networks, in addition to Outlook items such as e-mail messages, Calendar items and attachments.
- **To see the People Pane.** **View** tab, **Layout**, click **Reading Pane**, and then click **Right** or **Bottom**.
- Some organizations do not support access to social networking sites that are outside of their network. Contact your network administrator for more information.
- You can see information between you and that person in the People Pane
 - **Activities.** This displays activity posted on the selected person's social network sites, such as alerts, comments or messages.
 - **Mail.** A list appears of recent e-mail messages that you have exchanged with the selected person.
 - **Attachments.** Attachments that you have sent to or received from the selected person appear.
 - **Calendar.** Past and future meetings or appointments including both you and the selected person appear.
 - **Status updates.** This displays the most recent status updates that the selected person has posted.



Hide the Social Connector

1. On the **View** tab
2. In the **People Pane** group
3. Click **People Pane**
4. Click **Off**